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PREFACE

MISSION OF TRANSIENT PERSONNEL UNIT

1. The mission of TPU Norfolk:

Our mission is to get transient Sailors to where they need to be as quickly as possible. Our Staff processes Sailors through administrative, transfer, discipline, and medical transition pipelines for commands who, because of deployment or overseas location, cannot provide facilitation themselves. We process almost 8,000 Sailors annually and have an average daily onboard population of 850.

SCHEDULE OF EVENTS

| | |
|---|-------------------|
| 0930 - Opening Admin Remarks | LT Stephens |
| 0935 - Commanding Officer, Transient Personnel Unit | |
| Welcome Remarks | CDR McDonnell |
| - ADSEPS Brief | EWC(SW) Lubawski |
| - Separations Brief | MM1(SW/AW) Park |
| - Medical Board Processing Brief | DCCS(SW) Bernier |
| - Fleet Further Transfer Brief | EMC(SW) Urbano |
| - NAVPTO Brief | MaryAnn Romska |
| - TEMDU for Further assignment of | |
| Pregnant Service Members | AMCS(AW) Pemrick |
| - Discipline | BMCM(SW) Lucas |
| - Master-at-Arms | MAC(SW) Malek |
| - RSG Brief | PNC(SW/AW) Prince |
| - PSD Brief | PSD Rep |
| - Closing Remarks | LCDR Daniels |

AUTHORITY FOR TRANSFER/TYPES OF ORDERS

1. Temporary Additional Duty (TEMADD) - Orders which assign a member to temporary duty in addition to their present duties, and which direct them upon completion of this TEMADD to resume regular duty.

a. Authority to transfer members to TPU in a cost TEMADD status requires PRIOR concurrence from the Commanding Officer, TPU, on a case by case basis. If TPU concurs with TEMADD transfer, all TEMADD orders will be FUNDED orders, with accounting data and TANGO numbers from the transferring activity.

2. Temporary Duty (TEM DU) - TEM DU is defined as orders which involve detachment from one station and assignment to another station for duty prior to further assignment at a new Permanent Duty Station (PDS). Personnel are normally assigned to TPU in a TEM DU status. Members transferred to TPU without proper authority will be gained at TPU in TEMADD status pending return to the parent command. A message will be sent to parent command requesting TEMADD accounting data, info to EPMAC and command's ISIC. COMMANDING OFFICERS DO NOT HAVE AUTHORITY TO TRANSFER PERSONNEL TO TPU IN A TEM DU STATUS. Authority to transfer personnel in a temporary duty status rests with ISIC (TPU Concurrence) or a Naval Medical Facility as follows:

a. End of Active Obligated Service (EAOS), Fleet Reserve and Retirement processing: MILPERSMAN Article 1910-812.

b. Administrative separation processing for misconduct, homosexual conduct, and alcohol rehabilitation failure cases: ISIC with TPU concurrence.

c. Administrative separation processing for convenience of the government cases: ISIC with TPU concurrence.

d. Return unauthorized absentees or deserters to be retained at TPU: ISIC with TPU concurrence.

e. Medical board processing: ENLISTRANSMAN, Chapter 19

TEM DU FOR ADMIN BOARD PROCESSING

Reference: MILPERSMAN 1910-206

* Command deploying for more than 90 days.

1. Command must arrange for TPU Administrative Officer and Naval Station Norfolk Legal Mrs. Grimes, 322-3068, ADSEPS Supervisor or to review ADSEP package and service record. Include the following in the package:

a. Administrative Board Procedure Notification must identify all reasons for which member may be processed. Member must be fully qualified for separation under all reasons cited.

b. Include a brief summary of the circumstances warranting transfer.

c. Name and phone number of POC at requesting command and TPU.

2. Legal Screening:

a. Command must ensure that Naval Station Norfolk Legal has received all requested evidence including documents, records, and witness statements, not later than three (3) working days prior to command's departure from the area.

b. Upon receipt of requested evidence, Naval Station Norfolk Station Judge Advocate (SJA) will give command a memo agreeing to conduct an administrative board.

c. Requesting command will deliver memo to TPU Administrative Officer, who will acquire TEMDU authority for member being processed.

3. Command must ensure member has completed separation physical prior to transfer to TPU.

4. Remember MILPERSMAN 1910-206 requires concurrence from TPU. TPU Commanding Officer will not concur unless TPU and Naval Station SJA have reviewed the case and TPU Administrative officer receives a memo from Naval Station SJA agreeing to conduct the administrative board. TPU will not accept a member without medical, dental, pay and service records.

**TEM DU TRANSFER FOR ADMINISTRATIVE DISCHARGE, WITH DISCHARGE
AUTHORITY FOR ISIC**

1. If a unit is deployed, members may be transferred TEMDU to TPU for Admin Separation Processing, once discharge authority is received from BUPERS or a delegated discharge authority has been approved. If unit is deploying for more than 30 days, appropriate discharge authority has authorized discharge, and it is not possible for unit to separate prior to deployment, member may be transferred to TPU for separation. (TPU concurrence will be granted on a case by case basis.)
2. Transfer member with medical, dental, pay and service records, standard transfer order, and completed physical.
3. Ensure discharge authority is filed on left side of member's service record. If discharge is result of an Admin Board, include complete copy of Admin Board proceedings.
4. Authority for transfer orders should be the "date time group" of the approval message or approved by CO. Nature of duty should be "For Separation".
5. Ensure separation physical (including drug or alcohol dependency evaluation, if applicable) has been completed within six months prior to separation date.
6. Ensure HIV test has been completed within 90 days of separation date.
7. Ensure completed transfer evaluation, with appropriate retention and advancement recommendation, is included in member's service record.
8. Ensure page 13 declining treatment, if alcohol or drug dependent, is included in member's service record.

TEMADD TRANSFER AWAITING ADMINISTRATIVE DISCHARGE AUTHORITY

1. Unit must be deploying or deployed for more than 90 days.
2. Member is a misconduct ADSEP.
3. Admin separation processing has been completed and member does not desire admin leave.
4. If command has not yet deployed, command must arrange for TPU to review package and service record.
5. Command must forward ADSEP package or send message request to BUPERS or delegated discharge authority. Include TPU as info addressee on all correspondence.
6. If TPU agrees to accept member, command should:
 - a. Prepare cost TEMADD orders.
 - b. Notify appropriate Discharge Authority that member transferred to TPU and request TPU be info addressee on all correspondence concerning member's case.
 - c. Place copy of complete ADSEP package on left side of members service record.
 - d. Transfer member to TPU, with medical, dental, pay and service records, transfer evaluation, completed physical and current HIV.
 - e. Upon receipt of discharge authority, complete a loss entry on diary effective date of message authority and cancel TEMADD orders. No money will be charged to the TEMADD orders unless member must be transferred back to command outside Norfolk.

NOTE: If TPU is not info addressee on discharge authority message, readdress to TPU, priority message.

f. Members processed for administrative separation after command has deployed should not be transferred to TPU until discharge authority has been received. In special circumstances, members may be transferred TEMADD to await separation authority. Members may not be transferred without TPU concurrence, which will be considered on a case by case basis. Members transferred to TPU TEMDU, without discharge authority in member's service record, will be gained in TEMADD status and will be returned to parent command in the event Discharge Authority directs reprocessing or does not authorize separation.

ADMINISTRATIVE SEPARATION CHECKLIST

DATE INITIALS

1. Evidence For Categories of Separation-
(Review with TPU/NAVSTA Legal personnel)

a. Pattern of Misconduct:

(1) Proper NJP entries made (pages 4, 7 and 13 as appropriate).

_____ _____ (a) Date of offense listed on each specification.

_____ _____ (b) Offenses correctly listed. If larceny, misappropriation or receiving stolen property, the value is specified. If drugs, the type of drug and type of urinalysis.

_____ _____ (2) Complete NJP package(s) forwarded with records to TPU. (statements, investigations, etc.)

_____ _____ (3) Results of any NJP appeal forwarded or recorded in the service record.

_____ _____ (4) Booker right forwarded. (JAGMAN) 0109)

_____ _____ (5) Page 13 counseling entry.

_____ _____ (a) Correctly dated.

_____ _____ (b) Prior to last offense.

b. Commission of a Serious Offense:

(1) If NJP, proper NJP entries made (pages 4, 7 and 13 as appropriate).

_____ _____ (a) BCD/DD authorized for offense.

_____ _____ (b) Date of offense listed on each specification

_____ _____ (c) Date of offense listed. If larceny

ADMINISTRATIVE SEPARATION CHECKLIST CONT'D

or misappropriation or receiving stolen property, the value is specified. If drugs, the type of drug and the type of urinalysis.

- | | | |
|-------|-------|---|
| _____ | _____ | (d) Punishment recorded. |
| _____ | _____ | (e) NJP-Complete package(s) forwarded with records for TPU. (statements, investigation, etc.) |
| _____ | _____ | (f) Results of any NJP appeal forwarded or recorded in S/R. |
| _____ | _____ | (g) Booker Rights forwarded (N/A) for ships). (JAGMAN 0109). |
| _____ | _____ | (2) If SCM, proper service record entries (pages 4, 7 and 13 as appropriate) |
| _____ | _____ | (a) BCD/DD authorized for offense. |
| _____ | _____ | (b) Record of trial forwarded. |
| _____ | _____ | (c) OEGCMJ SJA review recorded in S/R. |
| | | (3) If SPCM or GCM: |
| _____ | _____ | (a) BCD/DD authorized for offense. |
| _____ | _____ | (b) Proper S/R entries made (pages 4, 7, and 13 as appropriate). |
| _____ | _____ | (c) CA's action/court-martial order present. |
| _____ | _____ | (d) Record of trial forwarded. |
| _____ | _____ | (e) Non-BCD SPCM OEGCMJ SJA review. |
| _____ | _____ | (4) If Civil Conviction: |
| _____ | _____ | (a) Proper service record entries mad (Page 13). |
| _____ | _____ | (b) Copies of court documents forwarded. |

ADMINISTRATIVE SEPARATION CHECKLIST CONT'D

(c) Copies of police report/shore patrol forwarded.

_____ (5) Misconduct due to Drug Abuse:

_____ (a) Evidence of conviction, complete NJP package/CM/Civil are forwarded.

_____ (b) Urinalysis documents forwarded, including chain of custody and log documents.

_____ (c) Medical Officer evaluation of drug dependency.

c. Drug/Alcohol Rehabilitation Failure:

_____ (1) Physician screening forwarded.

_____ (2) DAPA/CAAC paperwork forwarded.

_____ (3) Proof of failure. (CO's NJP or civil conviction).

d. Personality Disorder:

_____ (1) Medical record forwarded.

(2) Proper psychiatric evaluations done and forwarded.

(3) Page 13 for personality disorder dtd prior to latest episode unless medical documentation specific wording is for "expeditious separation."

(4) If not self-destructive or a continuing danger to self and others, then must have page 13 counseling.

e. Homosexual Conduct:

_____ (1) Statement that MBR is a homosexual/bisexual, or words to that effect.

(2) Evidence of homosexual conduct (complete NJP package/CM/letters, etc.)

ADMINISTRATIVE SEPARATION CHECKLIST CONT'D

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|-------|-------|--|
| _____ | _____ | (3) Testimony from others about the MBR's past, conduct, rumors, character, etc. |
| _____ | _____ | (4) Fact-finding investigation inquiry. (MILPERSMAN 1910-148). |
| _____ | _____ | 2. Transfer evaluation present (BUPERSINST 1610.10). |
| _____ | _____ | 3. Sworn statement from Chain of Command (at least LPO/LCPO/DIV OFF) on member's potential for future service. |
| _____ | _____ | 4. Interdepartmental Counseling Sheets (and other information relevant on issue of retention). |

ADMINISTRATIVE PROCESSING FOR HOMOSEXUAL CONDUCT

1. Reference: MILPERSMAN 1910-148
2. No deviation from MILPERSMAN Article 1910-148.
3. Administrative Board Procedure Letter/Administrative Board Procedure Acknowledgement.
4. Special requirements for board findings in cases where member admits to being a homosexual.
5. Authority to separate (requires SECNAV approval).

**ADMINISTRATIVE SEPARATION PROCESSING - LOCAL AUTHORITY TO
SEPARATE**

1. Reference: MILPERSMAN 1910-700.

a. Those cases in which the Commanding Officer has discharge authority in accordance with MILPERSMAN 1910-700 should be handled by the parent command and sent to TPU only in extreme circumstances (i.e. command is deploying in excess of 90 days and it is impossible to effect discharge prior to deploying), and will be decided on a case by case basis. CO, TPU concurrence is required for TPU to effect another command's local separation authority.

b. Personnel Support Detachment, Naval Station Norfolk VA requires a letter from the Commanding Officer directing member be separated, indicating reason for separation and character of service, i.e. Honorable, General). All Convenience of government should be Type Warranted by Service Record.

- (1) Parenthood - (Type Warranted)
- (2) Certain physical/mental conditions - (Type Warranted)
- (3) Dependency/Hardship (Type Warranted)
- (4) Pregnancy/Childbirth (Type Warranted)
- (5) Surviving Family Member - (Type Warranted)
- (6) Erroneous Enlistment (Type warranted)
- (7) Fraudulent Enlistment (May be Misconduct, Other Than Honorable, see reference.)
- (8) Entry Level Performance - (Type Warranted)
- (9) Personality Disorder - (Type Warranted)
- (10) Drug Abuse Rehabilitation Failure - (Type Warranted)
- (11) Alcohol Abuse Rehabilitation Failure - (Type Warranted)
- (12) Misconduct (if member elected Admin board and board recommended General or Honorable discharge) except homosexual cases.
- (Character of Discharge recommended by Board)

ADMINISTRATIVE SEPARATION PROCESING - LOCAL AUTHORITY TO
SEPARATE CONT'D

(13) Misconduct, drug abuse only (only in cases "where none may be" or "where evidence may not be" of the evidence of drug abuse may not be used to characterize service, i.e. self referral.) - (Type Warranted)

(14) Misconduct using the Notification Procedure vice the Administrative Board Procedure. (General or Honorable as directed by CO authorizing discharge.)

CONVENIENCE OF THE GOVERNMENT PROCESSING FOR DEPLOYED COMMANDS

1. Convenience of the government separations should be effected at the local level if at all possible. The following exceptions are noted:

a. Personnel directed to report to TPU from a Naval medical facility for separation due to convenience of the government for any reason will be retained in a TEMADD status at TPU pending return to parent command, if parent command will return to homeport within 45 days of member's reporting to TPU. If member reports TEMADD to TPU with medical, dental, pay and service records in hand, TPU will process member, with concurrence from parent command and ISIC.

b. When parent command is not scheduled to return to homeport within 45 days, TPU with message concurrence from the parent command and ISIC, will retain and process member.

c. Member will be gained in a TEMADD status pending receipt of medical, dental, pay and service records, transfer evaluation and personal effects. If member has any pending disciplinary action, forward complete charges and investigation. Forward via fastest means available (Certified - First Class Mail), or hand carry if possible. Do not mail medical, dental, pay or service records via registered mail.

d. Command should notify TPU, by message, the date records mailed, date member last paid and member's daily norm.

e. Once records are received, TPU will then request TEMDU authority from ISIC and initiate administrative separation processing. TPU will notify command by message date TEMDU is effective.

ADMINISTRATIVE LEAVE

1. Reference: MILPERSMAN 1950-390

a. Authorizes Commanding Officers with SPCM authority to authorize administrative leave for personnel being processed for administrative separation in certain cases.

b. Admin leave is a program to expedite separation of certain personnel awaiting administrative separation.

WHAT A SAILOR NEEDS TO QUALIFY FOR ADMINISTRATIVE LEAVE

Requirements:

1. Member must agree to Admin leave.
2. Must have all processing complete, including physical and drug/alcohol dependency evaluation.
3. Have member sign all separation papers.

Member:

1. Gets an ID card good for 90 days (can be renewed if needed).
2. Gets paid for leave on books.
3. Is in a no pay status.
4. Cannot come back to active duty unless ordered.
5. Eligible for commissary, exchange, and military medical.
6. Cannot live in government quarters.
7. Authorized travel pay and movement of household goods once discharge authority is received.
8. Do not transfer personnel to TPU to be placed on administrative leave. TPU does not place personnel, who have been processed by another command, on admin leave.

ADSEP IN CONJUNCTION WITH ARD TREATMENT

1. Members who have been processed for administrative separation and who are eligible for and have elected treatment at an Alcoholic Rehabilitation Department (ARD) prior to separation will not be transferred to TPU.
2. Members who have been diagnosed drug and/or alcohol dependent must be offered treatment by the parent command and documented on a Page 13.
3. Members who accept treatment should be transferred directly to the ARD for treatment and separation, per MILPERSMAN 1910. The parent command should retain member until discharge authority is received from BUPERS (UNLESS SPCMA HAS LOCAL DISCHARGE AUTHORITY) and then request a bed date from ARD and transfer the member directly to ARD for treatment and separation.
4. Members who decline treatment should be processed and separated by the parent command.
5. TPU WILL NOT HOUSE THESE MEMBERS WHILE WAITING TO REPORT TO ARD.

TEM DU FOR FLEET RESERVE/RETIREMENT/SEPARATIONS

MILPERSMAN 1910-812, 1910-102

1. Activities sending personnel to TPU for EAOS separation, retirement or transfer to the Fleet Reserve are to ensure that the following requirements are carefully observed. Failure to observe these procedures may cause unnecessary delays in separation processing or could result in personnel being returned to the transferring activity.

2. Retirement ceremonies should be conducted at parent command, prior to transfer to TPU.

a. Members are to be transferred to TPU for separation, retirement or fleet reserve no earlier than 10 working days prior to member's EAOS, approved retirement or fleet reserve date, or commencement of any approved separation leave and/or PTDY. Members who are transferred earlier than 10 days prior to EAOS will be separated or placed on separation leave within 10 days of reporting to TPU, and will not be retained onboard TPU until EAOS.

b. Ensure that separation physical (including drug or alcohol dependency evaluation if applicable) has been completed within six months prior to separation date, HIV test has been performed within 90 days of separation date, and results of both physical and HIV test are properly recorded in the member's medical record.

c. Use of the 90-day early out authorized by MILPERSMAN 1910-102 is strongly encouraged for units who do not desire to deploy members who are within 90 days of EAOS. Separation earlier than 90 days prior to EAOS may be requested from BUPERS on a case by case basis.

d. Ensure appropriate Transition Assistance program (TAP) briefings have been completed and documented in the service record.

e. Ensure that the service, pay, and health (medical and dental) records and personal effects accompany the member upon transfer and that the service record contains all applicable pages and has been closed in accordance with ENLISTRANSMAN, addendum 1. Ensure all requirements of MILPERSMAN 1910-102, 1910-812 are met. Ensure transfer evaluation, with appropriate reenlistment and retention recommendations, is included for computation of final trait averages.

f. Enlisted personnel who are entitled to transportation of dependents and/or household effects at government expense upon separation shall be provided with individual transfer orders. This is also applicable to members being transferred for Fleet Reserve or Retirement processing.

g. All personnel transferring in connection with Fleet Reserve must have copies of the completed NAVCOMPT 2272 in the service record in accordance with ENLTRANSMAN, addendum 1.

TEM DU FOR FLEET RESERVE/RETIREMENT/SEPARATIONS CONT'D

h. All personnel transferring in connection with retirement must have BUPERS Retirement Authorization message included in the service record, along with copies of the completed NAVCOMPT 2272 in accordance with ENLTRANSMAN, Addendum 1.

i. Include a copy of all required SBP documents and date mailed to DFAS.

j. As per MILPERSMAN 1910-228, member who are separating for misconduct or who will be discharged for any reason with a Dishonorable, Bad Conduct, or Other Than Honorable discharge must report (with all uniforms) to TPU Norfolk as their separating activity.

**OFFICERS/ENLISTED TEMDU FOR MEDICAL BOARD PROCESSING OR AWAITING
ASSIGNMENT TO LIMDU**

1. Member reports to Naval Medical Center.
2. Medical Board dictated.
3. Medical Center transmits message directing parent command to change member's status and transfer member to TPU TEMDU.
4. Member transferred to TPU with memorandum orders and directed to return to parent command, if in local area, to complete checkout.
5. Parent command should transfer member within five working days. If member is transferred to TPU within 24 hours, parent command may transfer member using the memorandum orders prepared by the medical center. Ensure memorandum orders are properly endorsed. Officers will be detached TEMDU, the form to be used is the TEMADD Travel Order, NAVPERS 1320/16. Complete the form in accordance with Officer Transfer Manual. Ensure that a DMRS entry event L9 is completed to remove the officer from your command ODCR. Prepare DJMS SH03 transaction and change ADSN to 3508. Officers assigned to TRANSITPERSU Norfolk will be processed for LIMDU orders (ACC 105) and will be made available for assignment to valid billets in the local area, consistent with their medical limitations.
6. Member should be transferred with all records, transfer Fitness Report/evaluation and personal effects.
7. members who have sustained injuries requiring Line of Duty Investigation/Line of Duty Determination (LODI/LODD) should be transferred to TPU as directed. It is the responsibility of the parent command to which the member was attached at the time of the injuries to complete and forward LODI/LODD reports.
8. If convalescent leave is recommended, member will be placed on convalescent leave after reporting to TPU and completing check-in procedures.
9. If parent command is deployed and records and personal effects remain at parent command, member's records should be mailed at earliest possible date using CERTIFIED - FIRST CLASS MAIL. Records, TEMDU orders and Fitness Report should be mailed to Commanding Officer, Transient Personnel Unit, 1683 Gilbert St, Norfolk, VA 23511-2794. Notify TPU and PSD Naval Station by message of date records forwarded.
10. Member transferred to TPU with memorandum orders and directed to return to parent command, if in local area, to complete checkout.
11. If member is not transferred within 24 hours member must have Standard Transfer orders (STO), with accounting data, when

**OFFICERS/ENLISTED TEMDU FOR MEDICAL BOARD PROCESSING OR AWAITING
ASSIGNMENT TO LIMDU CONT'D**

reporting to TPU. The STO should show the date prepared and date detached as the date member actually transfers to TPU. The date to report should reflect the date member will actually report to TPU. Do not indicate date to report on STO as the date medical center issued the memorandum orders or message directing member to be transferred to TPU transferred to TPU.

12. If parent command has disciplinary action pending that can be adjudicated, such as nonjudicial punishment, it should be forwarded to the TPU. If offenses are serious enough to be adjudicated at a court-martial, or court-martial proceedings already have begun, member will be gained at TPU in a TEMADD status until court-martial proceedings are completed, allowing the parent command to maintain jurisdiction over member.

13. Members awaiting assignment to LIMDU will be issued orders to a shore command in the Norfolk area for the prescribed period of limited duty.

14. Members assigned for a Medical Board will remain at TPU for the entire period of medical board processing, but will be assigned to job accounts in the Norfolk area commensurate with their skills and medical limitations.

FURTHER FLEET TRANSFER PROCESS

1. Further Fleet Transfer Process (FFT) handles transients on PCS orders to ships, overseas shore duty and personnel returning from Emergency leave enroute to a Hampton Roads Homeported Ship, Squadron or Unit.
2. PSD transfers section receives all transients who have reported to TPU FFT requiring a port call to a deployed or overseas unit. PSD will gain the member, keep the members service record and generate a PRR. PSD will notify the member and the FFT Process when a port call is ready. The member will go to PSD Transfers, receive paperwork, and will be directed to NAVPTO for ticket issuance. The member will return to PSD Transfers with tickets and give the tickets to the clerk. PSD Transfers will then notify FFT Process Manager that records are ready for pick-up. FFT will retrieve service records and tickets.
3. Member will be given access to the Fleet Liaison Room at TPU to contact their prospective command via email with flight information and with any other questions the member may have.
4. Members who become medically unfit to fly after a PRR has been generated, will be held at TPU. PSD will notify member's command that member is medically unfit to fly at this time and will be report called when member is fit for full duty. In the case that the member's condition doesn't improve (approximately 10 days) member will be dropped to transfers LIMDU process division and the gaining command notified.
5. PAY PROBLEMS: Normally PSD will not change any pay status while in transit between duty stations. Pay problems that occur will not be corrected until the member arrives at their ultimate duty station. Pay issues for transients will not be handled at TPU NORVA in the FFT process. PSD Disbursing will consider emergency cases.
6. AIRLANT TRANSIENTS: Carriers that deploy normally leave a beach detachment. PN\YN attached to FFT. This individual will ensure that personnel and all administrative issues that may arise are handled prior to flying to the ship.
7. TRANSIENTS IN DISCIPLINARY STATUS: Transients that become disciplinary problems while attached to TPU will be handled firmly and IAW the UCMJ. Incidents that may impose a problem with the member's port call will be handled on a case by case basis. In most circumstances, the TPU CMAA will forward a report of all offenses to the member's ultimate command. More serious offenses that will hold or delay the member transferring will be handled at TPU. The prospective or gaining command will be notified via message of the circumstances in which the member is being detained with follow up messages as appropriate.

TEM DU FOR FURTHER ASSIGNMENT OF PREGNANT SERVICE MEMBERS

Reference: ENLISTED TRANSFER MANUAL CHAPTERS 3, 18 and 21

1. Pregnant service members should not be transferred to TPU for further assignment prior to their 20th week of pregnancy, unless:

a. Unit is preparing for a major deployment.

b. A Medical Officer and Commanding Officer evaluate the service member's pregnancy is endangered onboard. This must be documented in the member medical record on an SF 600 and signed by Senior Medical Officer and the Commanding Officer.

2. In all cases, member must be made available for orders by the parent command prior to transfer to TPU.

a. Transfer member with transfer evaluation and medical, dental, pay and service records.

b. Place copy of availability request on top left side of service record.

c. Notify detailer of members transfer to TPU. Availability date and transfer date must match.

SPECIAL PROCEDURES FOR DECOMMISSIONING UNITS

1. TPU decommissioning coordinator will initiate meetings between decommissioning unit and TPU six months prior to actual decommissioning date.

2. Every effort should be made by the decommissioning unit to ensure all members are transferred PCS and/or separated upon date of decommissioning. For those members who must be transferred to TPU, the following procedures apply to ships decommissioned in the Norfolk area.

a. Separation/Retirement/Fleet Reserve. Procedures on page 23 apply, with the following exception: Members who are within 90 days of EAOS should be separated prior to decommissioning. Exceptions to the 90-day policy should be requested from BUPERS for members within 12 months of EAOS who do not intend to reenlist or extend.

b. Administrative Discharge Processing. All administrative discharge processing should be completed to the greatest extent possible prior to decommissioning. Thirty working days prior to decommissioning, the unit should contact TPU and provide a complete list of all administrative discharge proceedings that are anticipated to be incomplete at time of decommissioning. Ensure that all personnel being processed for administrative separation have a completed separation physical within six months of decommissioning and HIV testing within 90 days of decommissioning date. All personnel for whom an Other Than Honorable discharge has been received should be separated in absentia if the member is U/A.

(1) Members Requiring Administrative Board. Begin liaison with Naval Station Norfolk SJA thirty days prior to decommissioning for members who have requested an administrative board which will not be completed prior to decommissioning. Ensure complete documentation is forwarded to TPU fifteen working days prior to decommissioning date.

(2) Members Placed on Administrative Leave. Do not place members on voluntary administrative leave within 45 days of decommissioning date. For all members on administrative leave at decommissioning, forward complete records to TPU ten working days prior to decommissioning date.

(3) Members Awaiting Discharge Authority. Fifteen working days prior to decommissioning date, provide a complete list of members who have been processed, and who are awaiting discharge authority from BUPERS. Complete copies of the administrative separation package, and all records are required.

(4) Ensure that separation physical (including drug or alcohol dependency evaluation if applicable) has been completed within six

SPECIAL PROCEDURES FOR DECOMMISSIONING UNITS CONT'D

months prior to separation date, HIV test has been performed with 90 days of separation date, and results of both physical and HIV test are properly recorded in the member's medical record. DO NOT TRANSFER MEMBERS FOR ADMINISTRATIVE SEPARATION WITHOUT COMPLETED PHYSICAL.

c. Transfer for Further Transfer. Members who are awaiting orders, class convening dates or further reassignment at the time of decommissioning should be carefully screened to ensure every effort is made to minimize time in the transient pipeline. TPU should be an intermediate duty station in PCS orders. Ensure members transfer to TPU with complete records and transfer evaluation.

d. Pending Disciplinary Action. Pending non-judicial punishment should be completed prior to decommissioning and members transferred as appropriate. Members who are pending court-martial should be transferred to the ISIC pending completion of court-martial proceedings.

e. Unauthorized Absentees. All members in an unauthorized absence status should be declared a deserter and records forwarded to BUPERS (PERS 842) upon decommissioning. Personnel in an unauthorized absence status who have other than honorable discharge authority should be discharged in absentia prior to decommissioning.

2. Berthing requirements. Members to be transferred to TPU who will require berthing should be identified as early as possible to ensure adequate arrangements are made.

RETURN UA AND DESERTER PROCESSING

1. If member is a return U/A or deserter and has been in a deserter status for less than 180 days, he/she will normally be returned to his/her parent command. Return deserters from deploying commands may be reassigned to TPU TEMDU if granted a waiver by ISIC with TPU concurrence. Members who have been in a deserter status from a shore duty command for less than 180 days will not be reassigned to TPU.
2. If return UA and deserters are a self turn-in, they will be placed in pretrial restriction and parent command notified immediately as to member's status.
3. If return UA and deserters are apprehended, they will be placed in pre-trial confinement and parent command notified immediately as to member's status.
4. Parent command should answer by priority message all questions in TPU's status message, within the requested 48 hour window. Failure to do so could result in member being returned against the parent commands, desires.
5. Members who are returned to forward deployed parent commands will be issued Technical Arrest Orders (TAO). A port call will be arranged through NAVPTO Norfolk.
6. If member has port call to return to parent command and is UA at time of flight, parent command will be notified by message of date and time UA commenced and TPU will then relinquish control of member.
7. If member is admitted to the Psychiatric Ward, TPU will notify parent command by message explaining location of member. TPU will track member until member is released from the medical center or until parent command returns to port in Norfolk, whichever occurs first.
8. Members returning from UA or deserter status cannot get paid until DFAS has been properly notified that member has returned to Military control. Parent command should complete proper documentation as to member's return to military control and transmit to DFAS as expeditiously as possible.
9. Change ADSN pay code to "3508" prior to transfer.

TEM DU FOR ADJUDGED PRISONERS

Reference: MILPERSMAN 1640-070

Send TEMDU to TPU if member receives punitive discharge and/or confinement of 31 days or more, adjusted (after pre-trial confinement has been subtracted) at a court martial.

1. Forward required documentation:

- a. Standard Transfer Order (STO)
- b. Detaching endorsement
- c. Service and Pay Records
- d. Medical and dental records, if member not required to serve brig time.
- e. Transfer evaluation, with retention and advancement recommendations.
- f. Personal effects of member
- g. For non-BCD members, provide recommendation on desired post-trial actions, i.e. retention or process for administrative separation.

2. For courts conducted at Navy Legal Service Office, MIDLANT, member's service record will be delivered to TPU directly from NLSO.

3. Forward a copy of the Convening Authority's (CA) action with accompanying Court-Martial Order (CMO) as soon as they have been signed.

a. For members receiving punitive discharge, CA's action is required to place member on mandatory appellate leave and forward records to Navy and Marine Corps Appellate Leave Activity (NAMALA). Members remain on TPU rolls pending receipt of CA's action, even if member elects voluntary appellate leave.

b. For members not receiving punitive discharge, CA's action is required in the event TPU must process member for administrative separation and must be included in the ADSEP package.

4. Members not meeting the requirements of MILPERSMAN 1850300 will be returned to the parent command.

PERSONNEL INCARCERATED IN CIVILIAN JAILS

1. For members who are already incarcerated in a civilian jail within the area for which COMNAVREG MIDLANT is the Area Commander, TPU will accept member in a TEMADD status until member has been convicted or unit returns to homeport in Norfolk.
2. If member is convicted of a serious offense, parent command is not scheduled to return to Norfolk within 60 days of member's being sentenced, and TPU holds all member's records, TPU will normally require TEMDU authority from ISIC and process member.
3. If member is incarcerated in a civilian jail outside the area for which COMNAVREG MIDLANT is the Area Commander, parent command should send a message to the Area Commander (see SNDL, Section 2, Part 4), where the member is located. Request the member be reassigned to a command in the area of the jail to follow case and process for administrative separation if applicable.

TEMADD AWAITING DOCKETED COURT-MARTIAL

1. Court-martial must be docketed, and TPU must agree to take member.
2. TPU will not accept member's unless court-martial has been docketed.
3. Parent Command must be at sea on the date of the court-martial. Transfer member no earlier than one working day prior to departure of deploying unit.
4. Obtain TPU concurrence from TPU Administrative Officer or Executive Officer.
5. Member must be on COST TEMADD orders with service, pay, dental and medical records in possession.
6. Orders should include date of trial and name of trial and defense counsels.
7. If member is in pretrial confinement, copies of confinement orders and magistrate's letter should be included with service record. Parent command is responsible for brig visits for pretrial confinees, except for the deployment period.
8. If member is acquitted he/she will be returned to parent command.
9. If member is adjudged more than 30 days adjusted (after pretrial is subtracted) and/or if member is adjudged a punitive discharge their status at TPU will be changed to TEMDU. Parent command should forward Standard Transfer Orders (STO), pay record and transfer evaluation. Authority for transfer is MILPERSMAN Art 1640-060, 1640-070, 1640-080, 1640-090 and 1640-100.
10. TPU will not accept members solely for the purpose of conducting a court-martial.

TEMADD FOR CIVIL COURT DATE

1. Every effort must be made to schedule civil court dates so as not to conflict with deployment schedules. Documentation of these attempts may be requested.
2. Command must liaise with TPU Administrative Officer and receive TPU concurrence prior to sending member to TPU on cost TEMADD orders.
3. Unit must be underway on scheduled civil court date.
4. Member should be transferred to TPU no earlier than two (2) working days prior to scheduled court date, with their Service, Pay, Dental and Medical records.
5. Copy of court summons or document giving time, date and location of court must be forwarded to TPU.
6. Member will be returned to parent command as soon as civil court proceedings are completed.

REGIONAL SUPPORT GROUP NORFOLK
Material, Training, Readiness
IN PRAESIDIO TRIDENTIS

Commander: CAPT Kane Deputy Commander: CAPT Barns

Chief Staff Officer:
CDR J. J. Arnold 444-1281X4001 csorsg@marmc.spear.navy.mil

Administrative Officer:
LT A. Fotos 444-1281X4007 afotos@marmc.spear.navy.mil

Command Master Chief:
CMDM(SW/SS) S. R. Ketchum 444-9136X234 ketchumsr@atgl.spear.navy.mil

Manpower Analyst/Personnel Readiness Supervisor:
PNC(SW) Laura LePage 444-9136X239 lepagell@atgl.spear.navy.mil

Assistant Manpower Analyst/Personnel Readiness Supervisor:
PNC(SW/AW) D. Prince 444-9136X148 princedd@atgl.spear.navy.mil

TAD Force LCPO:
MMCS(SW) George Williams 444-9136X174 williamsg@atgl.spear.navy.mil

TAD Force LPO:
NC1(SW) Calloway 444-9136X151

As COMNAVSURFLANT's primary agent on the waterfront, Regional Support Group is chartered to oversee various programs and activities which generally require a higher level of coordination than individual squadron commanders can provide. The-RSG Manpower/Personnel Section Functions as COMNAVSURFLANT direct manning authority for CRUDES, including TAD, crossdecking, TEMADD, and PCS actions.

The RSG TAD force has been established as a holding unit for personnel that are unable to deploy with their ship and for personnel that need to return to their homeport prior to the ships return. This includes, but is not limited to, members on emergency leave, members scheduled to attend a COI, members with medical problems, and members with legal problems.

RSG is capable of providing TAD members with chaplain support, legal assistance, career counseling, medical support, and family support. Also, members assigned TAD can be scheduled for various services including; TAP and CARIT classes, separation physicals, and tax/legal assistance.

Upon completion of their TAD assignment or upon request of the members command, a port call for the member will be completed by RSG to ensure a timely return to the command.

Although able to assist in most situations, there are a few situations where our support is limited. Members in a disciplinary

REGIONAL SUPPORT GROUP NORFOLK CONT'D

status often require master-at-arms action. RSG does not have facilities to berth or muster restricted personnel.

Additionally, members reporting under PCS orders or returning from an unauthorized absence will be directed to report to TPU. RSG is not equipped with SDS or DJMS functions. This limits the amount of personnel and disbursing support that can be provided.

A minimum amount of coordination is required to assign members TAD at RSG. A copy of the command stay-behind list should be forwarded to RSG with a minimum of 24 HRS prior to underway/deployment. This ensures proper tracking of all personnel directed to report. Also, commands can then be notified of personnel that fail to report when directed. Any personnel with civil or military disciplinary action pending require prior coordination with RSG legal and/or CMC. occasionally, personnel report with cases that require special attention. Accounting data must be provided to maintain a room in the barracks for personnel that do not a local residence. If a member is directed to return to the ship while deployed, accounting data is necessary for return transportation.

Regional Support Group Norfolk is here to provide as much assistance as possible to CRUDES in support of their capability to perform prompt, sustained combat operations.

MISSION STATEMENT

1. The mission of Commander Regional Support Group Manpower/Personnel is to provide Personnel Readiness/Manpower coordination and support including:

- a. TEMADD assist/Crossdeck Coordinator
- b. Leave behind personnel employment, coordination and routing support.

2. Services Offered:

- a. Maintain and assign personnel TAD from deployed units, or units underway for brief exercises.
- b. Coordinate return transportation for personnel returning to deployed units from TAD, or medical treatment.
- c. Liaison with PSD for personnel support of TAD personnel.

3. Limited Services:

- a. CRSGN is not staffed to provide detailed personnel/disbursing services.
- b. CRSGN is not staffed to handle personnel in a disciplinary status.
- c. CRSGN cannot provide berthing or messing.

4. Personnel Accepted for Assignment to CRSGN:

- a. Personnel in cost/no cost TAD status.
- b. Personnel left behind for treatment of minor medical issues.
- c. Personnel with personal or family issues that require support of CMC.
- d. Personnel unable to get underway with command due to pending course or instruction.
- e. Personnel not deploying due to pending PCS orders.
- f. Personnel that do not fit these listed criteria provided prior coordination completed.

5. Personnel NOT Eligible FOR Assignment to CRSGN.

- a. Personnel in disciplinary status unless CRSGN is acting as Convening Authority.
- b. Personnel in restricted status.

MISSION STATEMENT CONT'D

- c. Personnel returning from U/A.
 - d. Personnel enroute to CRUDES unit on PCS order.
6. Common Administrative Problems.
- a. Personnel reporting to RSG without accounting data when berthing/return transportation is required.
 - b. Personnel with civil/military disciplinary action pending. No coordination with legal/CMC.
 - c. Personnel reporting without proper uniforms (working and service dress).
 - d. Personnel reporting without medical records.
 - e. Personnel who have funded orders reporting without Funds to pay for berthing and/or meals.
 - f. Personnel eligible for advancement exam participation without prior coordination.
 - g. Commands not notifying RSG of stay-behind 24 hours prior to scheduled underway time.
 - h. Personnel being told to report to RSG upon completion of emergency leave vice being instructed to contact NAVPTO Norfolk within 24 hours of their arrival INCONUS to make arrangements for return to their ship.
 - i. Commands transferring/sending personnel to CONUS without port calls.

PTTUZYUW RUCOF AF0032 0571519-UUUU--RHMCSUU RUCOF AF.
ZNR UUUU
P R 261519Z FEB 01 ZYB
FM TRANSITPERSU NORFOLK VA//0032//
TO COMNAVPERSCOM DET NAVABSCOLLINFORCEN GREAT LAKES IL//001//
INFO COMNAVPERSCOM MILLINGTON TN//NPC 842//
EPMAC NEW ORLEANS LA//311//
NAVSTA NORFOLK VA//01/N00L//
PERSUPP DET NAVSTA NORFOLK VA//40/42//
FISC CHEATHAM ANNEX WILLIAMSBURG VA//BX21D//
BT
UNCLAS//N011626//
MSGID/GENADMIN/TPU NORFOLK //
SUBJ/REPORT CONTROL SYMBOL BUPERS 1600-2, REPORT OF RETURN OF
/DESERTER (PERS 842)//
REF/A/PUB/1600-050/MILPERSMAN/CHANGE/JUN00//
AMPN/REF A IS MILPERSMAN GUIDANCE ON DISPOSITION OF RETURN
DESERTERS.//
POC/D. BRADLEY/SH2/CMAA/TEL: TPU NAVSTA NORVA/TEL: DSN: 565-
1901/TEL: COMM: (757) 445-1901//
POC/A. H. BLACKWELL/GS-8/HDPERFDIV/TEL: DSN: 565-9356
RMKS/1. DOE, JOHN, FR, USN, 000-00-0000
2. DESERTER. UA FROM USS NASSAU SINCE 0550, 01NOV99.
3. APPREHENDED BY CIV AUTH AT 1610, 16JAN01 IN RICHMOND, VA.
4. RETURNED MIL CONTROL 2003, 16JAN01 AT TPU NORFOLK, VA
5. RETURNED TPU 2003, 16JAN01.
6. RETAINED PENDING DISCIPLINARY ACTION/DISPOSITION.
7. NOK/READINESS COMMAND STAFF CHAPLAIN HAS BEEN NOTIFIED OF
MEMBER'S RETURN TO MILITARY CONTRL: NO, PARENT COMMAND MAKES
NOTIFICATION.
8. SVM WAS DIP POSITIVE.
9. WHEN REF THIS MSG ENSURE TRANSITPERSU NORVA CODE 0032,
PERSUPP DET NAVSTA NORVA CODE 40, 42 LISTED AS INFO ADDRESS.//
BT
#0032
NNNN

[illegible]

P R 261519Z FEB

PAGE 1

Encl (2)

Encl (3)

TPU POINTS OF CONTACT

| | COMMERCIAL | DSN | CODE |
|------------------------------|-------------------|-------------------|-------|
| Commanding Officer | 444-4004/4141 | 564-4004/4141 | 00 |
| Executive Officer | 444-4004/4141 | 564-4004/4141 | 01 |
| Command Master Chief | 445-1750 | 565-1750 | N011 |
| Admin Officer | 444-7559 | 564-7559 | N1 |
| DAPA | 444-3594 | 564-3594 | N13 |
| Regular Transient Officer | 444-4777 | 564-4777 | N2 |
| Discipline Department | 445-6776/444-1340 | 565-6776/564-1340 | N3 |
| Chief Master At Arms | 445-8655 | 565-8655 | N32 |
| Command Duty Officer | 444-4989 | 564-4989 | 01CDO |
| Fleet Further Transfer (FFT) | 444-9290 | 564-9290 | N241 |
| | | | |
| FAX: CO's Office | 444-1147 | 564-1147 | |
| Assignments | 445-0605 | 565-0605 | N41 |
| Physical Evaluation Boards | 444-1853 | 564-1853 | N23 |

Who to Call for Help

| | | | |
|--|-------------------|-----------------|------|
| TEMADD/TEM DU Requests | LTJG Jarrow | 444-7559 | N1 |
| | LT Stephens | 444-4777/5-0606 | N2 |
| Discipline/Legal | BMCM(SW) Lucas | 445-6776 | N3 |
| Admin Separations | EWC(SW) Lubawski | 444-3915 | N11 |
| DECOMM Coordinator | LT Stephens | 444-4777 | N2 |
| Transient Job Assignments | GMC(SW) Borton | 444-1640 | N41 |
| Officer/Enlisted Physical Evaluation | Mr. Hudson | 444-3641/3190 | N23 |
| Boards/Medical Boards | DCCS(SW) Bernier | 444-3641/3190 | N23 |
| Limdu/Transfers | AMCS(AW) Pemrick | 444-4710/7677 | N24 |
| Regular EAOS Separations/ Fleet Reserve | MM1(SW/AW) Park | 445-2077/9293 | N25 |
| Return U/A and Deserters | SMC(SW) Jacobs | 445-2190 | N3 |
| Fleet Further Transfer | EMC(SW/AW) Urbano | 444-9290 | N241 |

DSN for 444 numbers is 564. DSN for 445 numbers is 565.

Commercial Area Code: 757

PLAD for msg: TRANSITPERSU NORFOLK VA// (insert proper office code(s))//

*When corresponding via message, insert zeros in place of the "N" for the office codes, for a total of 4 digits. Examples: N3 is 0003, N24 is 0024, and N241 is 0241.

EMAIL address: See page 27.

Correct UIC for transients is: 32002

TPU mailing address: COMMANDING OFFICER
TRANSIENT PERSONNEL UNIT
{OFFICE CODE}
1683 GILBERT STREET
NORFOLK VA 23511-2794

TRANSIENT PERSONNEL UNIT EMAIL ADDRESS GUIDE

EXECUTIVE DEPARTMENT

| | | |
|-----------------------|------------------------|--|
| CDR J. M. McDonnell | Commanding Officer | jmcdonnell@nsn.cmar.navy.mil |
| LCDR K. B. Daniel | Executive Officer | kdaniels@nsn.cmar.navy.mil |
| LTJG R. Jarrow | Administrative Officer | rjarrow@nsn.cmar.navy.mil |
| LT W. Stephens | Transient Officer | wstephens@nsn.cmar.navy.mil |
| CMDMC(SW) R. J. Paulk | Command Master Chief | jpaulk@nsn.cmar.navy.mil |

ADMINISTRATIVE SEPARATIONS

| | | |
|------------------|------------------|--|
| EWC(SW) Lubawski | Division Officer | slubawski@nsn.cmar.navy.mil |
| MM1 S. Staten | LPO | sstaten@nsn.cmar.navy.mil |

ADMINISTRATIVE OFFICE

| | | |
|-------------------|------------------|--|
| YNC(SW) M. Pooler | Division Officer | mpooler@nsn.cmar.navy.mil |
| YN1(SW) S. Long | LPO | slong@nsn.cmar.navy.mil |

ASSIGNMENTS

| | | |
|-------------------|------------------|--|
| GMC(SW) J. Borton | Division Officer | jborton@nsn.cmar.navy.mil |
|-------------------|------------------|--|

PEB/LIMDU

| | | |
|---------------------|------------------|--|
| DCCS(SW) J. Bernier | Division Officer | jbernier@nsn.cmar.navy.mil |
| R. Hudson (GS-7) | Officer Section | rhudson@nsn.cmar.navy.mil |

TRANSFERS

| | | |
|---------------------|------------------|--|
| AMCS(AW) R. Pemrick | Division Officer | rpemrick@nsn.cmar.navy.mil |
| BM1(SW) M. Fludd | LPO | mfludd@nsn.cmar.navy.mil |

SEPARATIONS

| | | |
|--------------------|------------------|--|
| MM1(SW/AW) H. Park | Division Officer | hpark@nsn.cmar.navy.mil |
|--------------------|------------------|--|

DISCIPLINE DEPARTMENT

| | | |
|-------------------|--------------------|--|
| BMCM(SW) D. Lucas | Discipline Officer | dlucas@nsn.cmar.navy.mil |
| SMC(SW) R. Jacobs | Discipline DO | rjacobs@nsn.cmar.navy.mil |
| ABF2(SW) E. Smith | CA Actions POC | esmith@nsn.cmar.navy.mil |

MASTER AT ARMS DIVISION

| | | |
|------------------|----------------------|--|
| MAC(SW) S. Malek | Chief Master at Arms | smalek@nsn.cmar.navy.mil |
| GM1 M. Williams | Asst Chief MAA | mwillimas@nsn.cmar.navy.mil |

FLEET FURTHER TRANSFER

| | | |
|-------------------|------------------|--|
| EMC(SW/AW) Urbano | Division Officer | gurbano@nsn.cmar.navy.mil |
|-------------------|------------------|--|